



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



BUREAU OF SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Administrative Assistant examination list

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$49,357 – \$63,871

Closing Date: September 28, 2012

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

GENERAL KNOWLEDGE:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to manager); ability to type at a net speed of 50 wpm.

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: composing complex correspondence using a typewriter, word processor or other automated equipment; designing and maintaining office filing systems; screening letters, memos, reports and other materials to determine appropriate action; arranging and coordinating meetings; acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence; researching, assembling and coordinating meeting materials; greeting and directing incoming visitors; answering phones and screening calls; routing and prioritizing mail; preparing travel arrangements and reimbursements; assists in interviewing and hiring office support staff; supervise office support staff; maintaining inventory and ordering office supplies; and other related duties as may be required.

GENERAL EXPERIENCE:

Four (4) years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been at the level of Secretary 2 or its equivalent.

SUBSTITUTIONS ALLOWED:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent professional letters of reference to:

**State Department of Education
Bureau of Special Education
165 Capitol Avenue, Room 303
Hartford, CT 06106
ATTN: Tracey Wheeler
TEL: (860) 713-6550
FAX: (860) 713-7022
E-MAIL: tracey.wheeler@ct.gov**

All required documents must be submitted to be considered for interview.

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator. State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101 Levy.Gillespie@ct.gov.”

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER